

IMMEDIATE ATTENTION

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**

**HILL AFB PRODUCT ANNOUNCEMENT 1
7 JANUARY 2002**



PART I - PUBLICATIONS

SECTION A – Publications Released

The following new or revised electronic Hill AFB publications have been processed and released by the Publishing Management Office (75 CS/SCSP). The publications are available for viewing from the Hill AFB Electronic Publications Library.

Publications Distributed (Electronic)

Hill AFB Index 2, Numerical Index of Hill AFB Publications, 17 Dec 01, supersedes Hill AFB Index 2, 1 Jun 01. OPR: 75 CS/SCSP. Distr: F. **(Revised)**

Hill AFB Index 9, Numerical Index of Hill AFB Forms, 17 Dec 01, supersedes Hill AFB Index 9, 13 Dec 00. OPR: 75 CS/SCSP. Distr: F. **(Revised)**

DOD Manual 4525.8M/Hill AFB Supplement 1, Official Mail Manual, 14 Dec 01. OPR: 75 CS/SCSA. Distr: F. **(New)**

Publications Distributed (Paper)

Hill AFB Instruction 31-101, Hill AFB Installation Security Program, 28 Dec 01, supersedes AFI 31-101/Hill AFB Supplement 1, 5 Apr 99 and AFR 125-37/Hill AFB Supplement 1, 30 Mar 99. OPR: 75 SFS/SFOXP. Distr: X (Contact the OPR for Publication).

SECTION B – Rescinded Publications

Hill AFB Index 2, Numerical Index of Hill AFB Publications, 1 Jun 01, superseded by Hill AFB Index 2, 17 Dec 01.

Hill AFB Index 9, Numerical Index of Hill AFB Forms, 13 Dec 00, superseded by Hill AFB Index 9, 17 Dec 01.

AFI 31-101/Hill AFB Supplement 1, 5 Apr 99 superseded by Hill AFB Instruction 31-101, 28 Dec 01.

AFR 125-37/Hill AFB Supplement 1, 30 Mar 99 superseded by Hill AFB Instruction 31-101, 28 Dec 01.

SECTION C – Publications Not Yet Published

Announcements in this Section are for planning purposes only. These publications are not yet available.

None.

SECTION D – General Information

None.

PART II - FORMS

SECTION A – New/Revised Purpose Statement

Physical (Paper) Forms. The following new/revised physical forms are available from the form's office of primary responsibility (OPR) as indicated.

None.

Electronic Forms. The following FormFlow new/revised electronic forms are approved for use. They are Y2K compliant. All prior editions/versions will be disposed of upon release of these forms unless otherwise noted.

OO-ALC 264-1, Jan 02, EF, 2002 Project Leave Schedule, EF, FC3630, see Master Labor Agreement (MLA), Article 23, Section 23.02. This form may be used by civil service employees to submit projected annual leave for 2001 to their supervisor's as required by the MLA. Replaces OO-ALC Form 264-1, Jan 01, which will be salvaged. OPR: 75 CS/SCSP.

OO-ALC 264-2, Jan 02, EF, 2001 2002 Individual Leave Record, EF, FC3630, see 5 CFR Part 630.Sec 630.408(b). This form may be used by civil service employees to maintain a leave record of their family sick leave on in accordance with the Family Friendly Leave Act requirements. Replaces OO-ALC Form 264-2, Jan 01, which will be salvaged. OPR: 75 CS/SCSP.

SECTION B – Electronic Forms Released.

The following forms new, converted to electronic or new versions of existing forms are available for use or download from the Hill AFB Electronic Forms Library (<http://hafb.hill.af.mil/scsweb/pdl/ooforms1.htm>) website.

OO-ALC 264-1, Jan 02, Version 1.

OO-ALC 264-2, Jan 02, Version 1.

SECTION C – Obsolete/Transferred

Obsolete. Organizations and customers salvage or use all the sock of the following forms as indicated according to AFI37-161.

OO-ALC 264-1, Jan 01. Salvage. Replaced by OO-ALC 264-1, Jan 02.

OO-ALC 264-2, Jan 01. Salvage. Replaced by OO-ALC 264-2, Jan 02.

Transferred. The following electronic forms are now available on other websites. They have been removed from the Hill AFB Electronic Forms Library website.

None.

SECTION D – General Information

None.

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